

State of Nevada COR: Inmate Services

Version Date: 10/16/2013

1991544 Cook's Work Sheet

Reviewed: 1/21/1992

Description: This records series is the Cook's Worksheet (DOC Form 570) which is used for every meal to enable the manager/supervisor to order, breakout, and prepare only food required (in accordance with Department of Corrections Administrative Regulations 273 V.F.3.b. and 276 V.B.1.7).

Retention: Retain for a period of five (5) calendar years from the date to which they pertain.

Disposition: Destroy

1991543 Daily Meal Report

Reviewed: 1/21/1992

Description: This records series contains the Daily Meal Report (DOC Form 575) filled out for every meal served (in accordance with DOC Administrative Regulation 269 V.B.6; 273 V.F.a; 267 V.G. and 277 V.E.6.i). The report provides the actual participation counts, as well as information on menu changes, meal rating, food temperature, sanitation, waste, and related comments.

Retention: Retain for a period of five (5) calendar years from the date to which they pertain.

Disposition: Destroy

1991484 Daily Reconciliations File

Reviewed: 6/10/1999

Description: This record series contains computer printouts which reconcile charge-outs to an inmate's bank account.

Retention: Retain for a period of three (3) fiscal years from the first fiscal year to which the document pertains.

Disposition: Destroy Securely

1991483 Daily Transaction Register File

Reviewed: 6/10/1999

Description: This record series contains source documents of all daily transactions for an inmate's fiscal account. The file may contain: Brass Slips -- Inmate Account Transaction Request (DOC-509) payroll documents; medical and dental charge outs; check logs; restitution payments; department charges; transfer of funds from savings to trust account; hobby craft tickets; and similar material.

Retention: Retain for a period of three (3) fiscal years from the first fiscal year to which the documents pertain.

Disposition: Destroy

1999074 Inmate Accounting File

Reviewed: 6/10/1999

Description: This record series consists of information relating to an inmate's fiscal account. The file may contain: copies of fiscal authorization (Conditions of Inmate Employment form DOC-533); Kites -- Accounting Inquiry Form (DOC-554); Brass Slips -- Inmate Account Transaction Request (DOC-509); bank account statements; legal documents; related correspondence; and similar material.

Retention: Retain this record series for a period of six (6) fiscal years from the fiscal year to which it pertains.

Disposition: Destroy

1991545 Master Menu - Department of Prisons

Reviewed: 1/21/1992

Description: This records series contains the Master Menu which is prepared in advance to provide the inmate population with wholesome and nutritious meals in accordance with Department of Corrections Administrative Regulations 269 IV.A.3.b.; and 277 V.A.1-7.

Retention: Retain for a period of five (5) calendar years from the effective date.

Disposition: Destroy

State of Nevada COR: Inmate Services

Version Date: 10/16/2013

1991546 Monthly Diet Report/Log

Reviewed: 1/21/1992

Description: This records series contains the Medical Diet Log (DOC Form 2636) which is completed and maintained by Food Services personnel; the monthly listing indicates the types of diets and the number of inmates prescribed the diet (pursuant to DOC Administrative Regulation 277 V.E.6.i).

Retention: Retain for a period of five (5) calendar years from the date to which they pertain.

Disposition: Destroy Securely

1991547 Sanitary Inspection Reports/Logs

Reviewed: 1/21/1992

Description: This records series contains the sanitation inspection reports/logs completed daily/weekly/monthly/or quarterly by Food Services Administration and/or Health and Safety Representative pursuant to DOC Administrative Regulation 270 V.H.1-4.

Retention: Retain for a period of three (3) calendar years from effective date.

Disposition: Destroy

1999073 Work Fiscal Agreements (DOP 533)

Reviewed: 6/10/1999

Description: This record series documents the agreement for inmates to receive pay in a work program. It consists of a one page signed form 'Conditions of Inmate Employment' DOC 533. Related memos and correspondence may also be attached.

Retention: Retain for a period of six (6) fiscal years from the fiscal year in which the agreement is terminated.

Disposition: Destroy